

TITLE: Council Coordinator

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DEPARTMENT: Office of the City ManagerREPORTS TO: Assistant City ManagerSUPERVISES: May supervise other administrative support staffDEFINITION:

The Council Coordinator in the Office of the City Manager (OCM) performs varied, confidential, moderate to complex administrative support and coordination duties for the City Council. Duties and responsibilities will typically involve a blend of administrative, communications, coordination and public contact duties. The position works under the general direction of the Assistant City Manager.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides administrative support and coordination for projects and activities of the Council. Coordinates requests for information with city staff to prepare and distribute informational memos and reports to council. Prepares and distributes council memos, inter-council communication items and agenda items. Assists in coordinating and tracking the approval processes for city documents requiring council review and signatures.

Conducts research and retrieves archived information for council information and projects.

Maintains and coordinates individual councilor calendars. Schedules meetings and appointments often for several people. Assists with proofing and editing of council correspondence, memos, reports and speeches. Develops systems and processes to maintain appropriate filing systems for correspondence and council communications.

Assists with the coordination of visits by elected officials and dignitaries and the coordination of special city and council events.

Attends council round table meetings for tracking action items and follow up items of business. Attends other council meetings as requested. May take minutes at citizen advisory or council meetings as requested.

Assists outgoing and incoming council members through orientations. Communicates and explains office policies and procedures.

Serves as a contact person for citizens and the media on a variety of city issues related to the council. Assists citizens/customers in the absence of mayor and councilors.

Coordinates the preparation of council budget and monitors expenditures. Processes expense reimbursements and purchasing for the council. Makes travel arrangements and processes travel requests. Orders needed supplies.

Coordinates the Council Advisory Committee recruitment process for the council including advertising, taking applications for positions, interview and selection, explaining the process to citizens, developing a new member packet of information, training of new members and committees, maintaining the council liaison list and maintaining a database of applicants. Coordinates and prepares the budgets for Council Advisory Committees. Orders background checks for Fire and Police committees.

Acts as staff liaison for assigned Council Advisory Committees. Prepares monthly meeting agendas, coordinates logistics for committee activities, maintains member lists, coordinates the creation and distribution of communication material including press and media communication and coordinates the updating of web sites, if applicable.

Greet and assist citizens/customers in person and on the telephone, directing individuals to appropriate departments and city staff as needed.

Provides support to the Mayor as requested coordinating the Mayor's activities with the Council.

#### OTHER JOB FUNCTIONS

May supervise other administrative support staff as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment but also requires traveling to meetings.

#### QUALIFICATIONS:

##### Knowledge of:

- The functions, organization and activities of local government.
- Office practices, policies, procedures and equipment.
- Project coordination methods.
- Advanced level knowledge of word processing, database and spreadsheet computer applications.
- Research methods and archiving systems.
- Budget preparation and monitoring techniques.
- Public information and service delivery issues.
- Personal computer applications and usage as well as website management.

##### Ability to:

- Handle complex requests which require collection of information from many sources.
- Manage multiple priorities and deadlines while dealing with interruptions.
- Coordinate projects from beginning to end.
- Establish and maintain effective working relationships with senior city management, employees, Mayor, Council members, other agencies, citizens and the general public.
- Communicate effectively on a professional level, both orally and in writing, with individuals and groups regarding complex or sensitive issues.

- Prepare complex reports, correspondence, presentations and records.
- Maintain confidentiality of sensitive materials.
- Physical ability to perform the essential job functions.

Education and Experience --Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High school diploma or GED and or related field plus three to five years of experience in a public sector agency performing high level administrative support work. College coursework in Public Administration is highly preferred.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Approved: 7/1/04

Revised:

Union Code: NR

FLSA Status: NE